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ADMINISTRATIVE - INTERNAL USE ONLY

OIS 85-215

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ADDENDUM TO MEMORANDUM FOR THE RECORD DATED 19 April 1985

SUBJECT: Implementing Procedures for FOIA Relief within the DO

At the 9 April 1985 meeting it was decided that FOIA requests in the DO on which action had been completed by the [] by 1 April would continue to be processed without giving the CIA Information Act any effect, i.e., documents would not be removed at that stage because they were retrieved from files designated exempt. ~~(unless and until the case enters litigation.)~~

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Following a second meeting on 9 May 1985, it was decided that a similar guideline will apply in those instances where a requestor has appealed the Agency's determination to withhold records. Thus, appeal cases which on 1 April 1985 completed the first level of review (i.e., the branch level, including analyst and branch chief review) will continue to be processed without the removal of records retrieved from files now designated as exempt from search ~~(unless and until the case enters litigation.)~~ All other appeal cases in process will be examined, and material retrieved from files now designated as exempt from search will be removed; these cases will then be processed as appropriate. *and review* Records reviewed in appeal cases received after 1 April 1985 will be limited to those retrieved from files not designated as exempt from search *and review*.

All cases (initials and appeals) regardless of length of processing time will be subject to these guidelines.

will refer to the remaining records.

or agency's failure to process the request.

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The OGC Representative agreed to provide guidelines on how to identify records encompassed by the term "official investigation" as specified in the CIA Information Act of 1984.



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CONCUR:

Deputy Director for Administration

Date